

FUNDRAISING EVENT APPROVAL FORM

Fundraising Event events are conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. **Fundraising events with gross receipts greater than \$ 5,000 must be approved in writing by a delegated gift authority when the fundraising event utilizes the university name, logo or trademarks and represents that the university will benefit from the proceeds.** The CSUSB Philanthropic Foundation is a not-for-profit corporation that is an auxiliary of CSUSB under agreement with the CSU trustees and is exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code. Contributions made to the CSUSB Philanthropic Foundation are tax deductible under section 170 of the IRS Code. This form must be completed and submitted to University Advancement (AD-104) for review and approval. For questions, contact: Interim Director of Advancement Services – Monica Alejandre, malejandre@csusb.edu - 909-537-5644.

Title of Event:		Date of event:	
Location of Event:		Event Start time:	Event End time:
Type of Event (<i>dinner, performance, etc.</i>):			Estimated Attendance:
Purpose of Event:			
College/Division:		Department:	
Event Contact:	Phone:	Email:	

Additional Events Details

Philanthropic gift account chartfield string: _____
Account - Fund - Dept - Program - Class - Project

State trust account chartfield string: _____
Account - Fund - Dept - Program - Class - Project

FMV/ "Premium" ticket cost to attend event: _____

Tax deductible/ "Gift" cost to attend event: _____

Will your event have a raffle? Yes No *(If yes, a Nonprofit Raffle Report form is required after your event.)*

Will you need a Certificate of Insurance? Yes No

Appeal code: _____ *(See attached appeal code request form.)*

Delegated Gift Authority Approval of Event - Completed by University Advancement

Signature:		Date:
Print Name:		
I have reviewed/approved event's budget. (Please attach a copy of proposed budget)	_____ (Initial)	<i>If event is off-site, please attach a written agreement with vendor that documents insurance and indemnification provisions.</i>
I have reviewed/approved solicitation and materials. (Please attach copies of all promotional materials)	_____ (Initial)	<i>If no agreement is necessary please provide a memo with a justification to forgo a written agreement.</i>
I have reviewed/approved the event's action plan. (Please attach a copy of action plan)	_____ (Initial)	

Completed event budget with actual outcomes must be turned in within 30 days of event.

***Fundraisers, donations, and sponsorships can be complex. Consult with University Development and Advancement Services for assistance through the process to ensure proper recording of any donations.*

After completing all sections, please return to CSUSB Director of Advancement Services, in Office AD-104.

Event Action Plan and Event Planning Budget must be submitted with this form